



DEPARTMENT OF HEALTH AND HUMAN SERVICES
Office of Public Health
Emergency Preparedness (OPHEP)

SERT Basic Online Course Information and Application Process

This course is intended for those who have not taken the LNO II/SERT training offered previously. A refresher course will be offered at a later date for those who have already been trained.

Purpose of SERT, Basic Course

The purpose of the course is to prepare you to respond effectively within the HHS framework when you deploy with a SERT. You will need to be familiar with coordination at all levels: within the Federal government, within HHS, and within the SERT. This course also provides important logistical information on travel procedures, reimbursement, and equipment, the knowledge of which will make deployment and demobilization tasks easier.

Course Objectives

The objectives for the course are as follows:

1. Recognize Federal government coordination systems and plans.
2. Identify the emergency support role of HHS in Federal disaster declarations or supporting other Federal Agency missions.
3. Identify actions that can be taken by the Secretary of HHS under its own authorities, which may be used during a Federal disaster declaration or a declaration of a public health emergency.
4. Understand the HHS Headquarters management of day-to-day monitoring operations, emerging threats, and public health and medical emergencies.
5. Identify the HHS field management mechanism, including its reporting and command structure, scalability, positions and responsibilities, and interaction with Federal, State, and local officials.
6. Identify job aids, procedures and paperwork for travel, reimbursement, equipment, and demobilization.

Prerequisites

In order to take this course, all participants must have received the nomination or approval from their supervisor. Civilians should also have approval from their HHS Divisional Emergency Coordinator.

Four FEMA EMI courses must be completed. These courses can be found at <http://training.fema.gov/EMIWeb/IS/>. When submitting your application, include documentation of successful course completion.

- ☐ IS-100, Introduction to the Incident Command System
- ☐ IS-200, ICS for Single Resources and Initial Action Incidents
- ☐ IS-700, National Incident Management System (NIMS)
- ☐ IS-800, National Response Plan (NRP), an Introduction

Commissioned Corps applicants are required to meet additional OFRD prerequisites. Those requirements can be found below in the Commissioned Corps application process and are listed at http://ccrf.hhs.gov/ccrf/SERT_Online.htm.

Length of Course

The SERT Basic Course runs for three weeks. The course is structured so that one module is completed during each of the three weeks. For planning purposes please note that the second module (during the second week of the course) contains the most material. Expect approximately 10-12 hours to complete the entire SERT Basic Course.

Availability

The SERT Basic Course is available 24 hours each day during the three weeks you are enrolled. You may log into the class at your convenience.

Application Process

Follow the guidelines below to apply for the SERT Basic online course. Procedures are outlined below for both Civilian/GS employees and Commissioned Corps officers.

Civilian/GS Employees' Application Process

1. Complete all OPHEP prerequisites.
 - ☐ IS-100, Introduction to the Incident Command System
 - ☐ IS-200, ICS for Single Resources and Initial Action Incidents
 - ☐ IS-700, National Incident Management System (NIMS)
 - ☐ IS-800, National Response Plan (NRP), an Introduction
2. Complete Applicant's Information on Course Application.
3. Forward Course Application to supervisor for approval.
4. Forward Course Application to HHS Regional Emergency Coordinator for approval. GS employees must be approved by the Operating Division Emergency Coordinator of their respective OPDIV. OPHEP/OEOSP/ROT can approve headquarters GS personnel for training
5. Forward course application and all requirements to OPHEP by e-mail or fax:
e-mail: Tell@hhs.gov
fax: 202-260-5520
6. OPHEP training staff will notify the applicant of enrollment in the course.

Commissioned Corps Officers' Application Process

1. Complete all OPHEP prerequisites.
 - ☐ IS-100, Introduction to the Incident Command System
 - ☐ IS-200, ICS for Single Resources and Initial Action Incidents
 - ☐ IS-700, National Incident Management System (NIMS)
 - ☐ IS-800, National Response Plan (NRP), an Introduction
2. All PHS Officers who apply for SERT training must comply with OFRD established course prerequisites regardless of regular duty assignment, billet, or duty location. Fax a copy (front and back) of current BLS card to OFRD at (240) 453-6110 and include course date of SERT.
 - ☐ Officers 0-2 through 0-6. Any PHS officer that has selected the Liaison Officer, Emergency Coordinator Augmentees (ECA), Communications Officer, or General Health Educator deployment role.
 - ☐ Own at least 2 complete pairs of the Working Khaki uniform.
 - ☐ Completed physical exam on file with MAB within past 5 years.
 - ☐ Certified in AHA BLS for Healthcare Providers and recorded on OFRD Officer Summary Page, and a copy (front and back) faxed to 240-453-6110.
 - ☐ Current licensure (if applicable) on file with OCCO.
 - ☐ Completed all Immunization requirements as detailed at <http://ccrf.hhs.gov/ccrf/immuniza.htm>, recorded information on OFRD Officer Summary page, and submitted documentation to MAB.
 - ☐ Recorded current (within past 12 months) APFT on OFRD website or completed President's Challenge (within past 12 months).
 - ☐ Recorded height and weight on OFRD Officer Summary Page.
 - ☐ Logged in and updated OFRD Officer Summary Page information within past 3 months.
 - ☐ Must have minimally completed the 12 defined modules to meet the Basic Readiness Level
3. Complete Applicant's Information on Course Application.
4. Forward Course Application to supervisor for approval and signature.
5. Forward course application and all requirements to OPHEP by e-mail or fax:
e-mail: Tell@hhs.gov
fax: 202-260-5520
6. OPHEP will provide OFRD with a list of officers' names/PHS serial numbers that have completed the application form and OPHEP prerequisites.
7. OFRD sends a list of approved course participants to training staff at OPHEP.
8. OPHEP training staff will notify the applicant of enrollment in the course.
9. OPHEP notifies OFRD of officers' successful completion of all course requirements. (* Successful completion of the course includes a skills lab and live exercise conducted regionally.)